



Department of Housing and Community Development

NOTIFICATION OF VACANCY

July 15, 2016

GO Virginia Administrator
(Policy & Planning Specialist III)

POSITION #00376

LOCATION:

DHCD
600 E MAIN ST. STE 300
RICHMOND, VA 23219

HIRING RANGE:

Negotiable up to \$80,000

DUTIES AND RESPONSIBILITIES:

The Virginia Department of Housing and Community Development seeks an energetic and experienced professional to join the Policy & Legislative Office team as the Growth and Opportunity Fund (GO Virginia) Administrator. This position provides leadership and direction to the Board by managing work assignments using data analytics, policy analysis, report-writing, and research techniques to assure the Board has sufficient information to make decisions to achieve the goals of the Board. Conveys information and recommendations through written reports, analysis, position papers, or the drafting of legislation. Assists with the review, development, and recommendation of policies, guidelines and grant applications as needed. Assists with Agency strategic initiatives and completes a broad range of assignments involving multiple internal and external stakeholders including legislators, key administration officials, agency heads, private sector leaders and local government leaders. Collaborates with community development and economic development staff and professionals to ensure the maximum and effective usage and optimization of funds and resources.

QUALIFICATIONS GUIDE:

Ability to understand statewide strategic policy initiatives related to regional, entrepreneurship, economic and workforce issues. Ability to direct the policy, planning, and legislative processes. Considerable knowledge of policy analysis, data analytics, metrics, plan development, research and evaluative techniques. Ability to analyze complex regional issues and develop solutions and recommendations for appropriate action. Ability to draft reports and policy statements. In-depth understanding of economic development, and diversification of regional economies; ability to design and conduct programs as well as to make technical presentations. Must have a thorough understanding of all funding sources to further ensure maximum effective usage and optimization of funds. Ability to work with a variety of state officials, policy boards, legislative bodies, agency staff and the public. Demonstrated ability to communicate effectively orally and in writing. Considerable knowledge of strategic planning. Ability to use a PC and a variety of software to produce data and graphics. Competency to manage multiple projects on time and with a high quality using demonstrated organizational skills. Graduation from an accredited college or university with emphasis in planning, public administration, business administration, or a related field. An advanced degree is preferred. Valid driver license and a criminal records check is required.

TO BE CONSIDERED FOR THIS POSITION, YOU MUST COMPLETE A STATE APPLICATION THROUGH THE ON LINE EMPLOYMENT SYSTEM <https://jobs.agencies.virginia.gov>, OPEN UNTIL FILLED.

For additional information please contact our Human Resource Office, at (804) 371-7000

An Equal Opportunity Employer

Women, Minorities, Veterans and people with disabilities are encouraged to apply. Requests for reasonable accommodations will be provided to applicants in order to provide access to the application and/or interview process.
